



## AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

<b>Position Title:</b>	<b>Computer Manager</b>	<b>Announcement No:</b>	<b>49/04</b>
<b>Level of Position:</b>	FSN-11 FP-4 (to be confirmed by Washington)	<b>Opening Date:</b>	<b>04/02/04</b>
<b>Hiring Level:</b>	FSN-11 or 10 (depending on qualifications) or its grade equivalent: FP-4 or FP-5)	<b>Closing Date:</b>	<b>04/16/04</b>
<b>Work Schedule</b>	40 hours per week	<b>Agency/Office:</b>	<b>MGT/ISC</b>

**Eligibility:** AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

**Duties and Responsibilities:**

- Responsible for the management of the support operations and development activities for all systems and projects associated with Post's Information Systems Center (ISC) and the three major unclassified supported networks.
- Responsible for the management and supervision of the ISC staff to insure that proper configuration management is being practiced for all operational systems as well as for all new projects in development, this includes systems inventory, configuration baselines (Network, hardware and software) applications development baselines, and procedures and standard documentation baselines including programming standard and data dictionaries.
- Manage of IT budget information in order to submit to the IMO the best recommendations to fulfill the Post IT Section needs.
- Schedules and reports ISC project and tasks current progress. Advises on potentially serious trouble areas and problems, actions taken to correct them and recommends solutions for management decision-making.
- Makes recommendations for equipment maintenance and replacement based on budget projections, advises on staff management issues when action from IMO or post management is required.

**Required Skills, Knowledge and Abilities:**

- University degree in Computer Sciences, Information Management Systems, or Business Systems. MCSE (Microsoft Certified Systems Engineer) certification is preferred.
- At least six years progressively responsible experience from both technical and administrative nature, with emphasis on ADP systems operations, support and management. At least 4 years verifiable experience with large LAN/WAN-based computer networks and systems environment consisting of more than 19 servers, 250+ workstations and over 300 clients/users.
- Expertise on Network Security, Firewalls configuration, VPN's (Virtual Private Networks).
- Level IV English proficiency (fluent). Level IV in Spanish (fluent).
- Expert knowledge of current methodologies regarding management of ADP systems operations, development and maintenance and of administrative concepts of planning, equipment/system life cycle, procurement, funding, resource management, automation strategies, user support, project management.
- Exceptional interpersonal skills to effectively garner system and customer requirements and persuasively explain/realize planned projects. Ability to supervise staff/contractors, to analyze workload and assign tasks accordingly, and to productively use administrative and technical reference material and practices.

**Selection Process:**

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

**To Apply:**

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

**Submit Application to:**

- Via e-mail to: ([buenosaires-rrhh@state.gov](mailto:buenosaires-rrhh@state.gov))
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina